



Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Financial Analyst II
3	Posting Number	PN #110044
4	Department	Municipal Courts Administration
5	Division	Public Services
6	Section	Revenue Accounting
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All Shifts, days, and holidays* *Subject to change
9	<u>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</u> Responsible for closely monitoring and reconciling the collections of courts fines and fees. Preparation of Journal Vouchers as needed. Prepare daily, weekly, monthly and annual revenue reports. Prepare financial and forecasts reports. Compile and interpret statistical data analyzing and assessing department operations. Assist the division with special projects as requested. Maintain highest professional level of customer service by utilizing efficient problem solving techniques to address inquiries.	
10	<u>WORKING CONDITIONS</u> General office settings. May require traveling between departmental locations for meetings and related assignments.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Masters degree in Business Administration, Accounting, or a closely related field may be substituted for two years of the required experience.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None	
14	<u>PREFERENCES</u> Strong analytical skills with experience in Accounting, Reporting and Forecast. Highly proficient with Windows and Microsoft products (Excel, Word, PowerPoint, etc.) and SAP	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None. However, the department may administer and the applicant must successfully complete a computer skills assessment	
16	<u>SAFETY IMPACT POSITION</u> [] Yes [X] No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div style="text-align: center;"><u>Salary Range - Pay Grade 18</u> \$1,042 - \$1,919 Biweekly \$27,092 - \$49,894 Annually</div>	
18	<u>OPENING DATE</u>	April 19, 2006
19	<u>CLOSING DATE</u>	OPEN UNTIL FILLED
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	